

# **Guide to Remove VFC Provider from VFC Program and MCIR VIM**

## **VFC Responsibilities to Remove Provider**

The following steps should be done by MDCH VFC Staff:

- 1) LHD to notify Immunization Field Rep and VFC program of provider leaving program.
- 2) MDCH instructs LHD to have provider to complete the following:
  - Return all VFC vaccine to LHD
  - Return temperature logs with vaccine
  - Provider to “zero out” all VFC lots numbers in VIM
  - Inactivate all the VFC lots in VIM
  - Balance and perform an ending inventory report and send to LHD
- 3) VFC Clerk documents in VACMAN date of removal.
- 4) If provider is leaving one county and moving to another county, MDCH to inactivate old PIN # and assign a new PIN #, if in VIM, MCIR to assist.
- 5) In CoCASA, VFC program to enter provider site name, after the site name, the previous pin # would be typed in parenthesis.

The steps listed above should be done and contact the MCIR state staff for completion of removal process.

## **MCIR Responsibilities to Remove Provider**

The following steps should be done by MCIR staff:

- 1) MCIR Tech will remove pin per VFC notification. Once complete, MCIR tech notifies MCIR Regional Coordinator.
- 2) MCIR Regional Coordinator will change site to the provider/public role.
- 3) MCIR Regional Staff monitor to assure private data entry continues.

**Reminder:** Michigan VFC Program must be notified of any provider who no longer wants to participate in the program, for whatever reason.